

**Clemson University
CLASSIFIED STAFF SENATE
Executive Committee Retreat**

April 29, 2003
The Martin Inn – Suite 430

MINUTES

Present: Ron Addis, Barbara Bergman, Corey Ferrier, Dexter Hawkins, Jean Kopczyk, Phil Landreth, Cindy Long, Jenny Peay, Gary Pye, Dan Schmiedt

Absent: Lynn Boiter

President Phil Landreth called the meeting to order at 9:10 AM.

Minutes of the March 25, 2003 Executive Committee meeting were approved with one noted correction.

Following introductions of the Executive Committee members, Phil shared that he had been employed at Clemson for 16 years and was somewhat unaware of the Senate's activities until he was asked to serve. He commented that much progress has been made over the past few years in representing the staff and getting recognition for the Senate. Gary commended the Communications Committee for providing the meeting summaries this past year, noting that this helped to increase awareness of the Senate.

Item 1: Treasurer's Report

- Available 2002-2003 Funds
Cindy Long stated the proposed E&G budget for 2003-2004 has been submitted; she has requested \$5,090 for Travel and \$1,000 for Other. She anticipates a 5% cut (possibly more) due to budget reductions. Performance credits are not likely in 2003-04.
FY2002-03 remaining E&G funds are estimated at \$700 in Travel and \$1,100 in Other. Use of the remaining funds should occur before the end of the fiscal year. She explained that Travel funds could be used for such activities as the CSS President traveling to Charleston for the July Board of Trustees meeting, for CSS Senators traveling to campus for monthly meetings. An additional \$250 is available in discretionary money that may be used for gala tickets, refreshments, or various needs.
- Vending Funds Request for 2003-2004
CSS received \$5,000 for FY 2002-03 from Vending. The current balance for Vending is at \$3,900. Luncheon receipts have yet to clear.
Cindy explained the process for requesting Vending Funds and advised that the letter of request for FY2003-04 Vending Funds is due by May 30, 2003. Working off of the last year's request, the Executive Committee updated the requested amounts and their justifications. The Committee approved all recommended changes to the Vending Funds letter. Kathy will prepare the letter and submit to the Executive Committee for final approval.
- Scholarship Endowment
The Foundation Office has forwarded a copy of the 2001-02 Clemson University Endowment Report. The CSS Scholarship Endowment lost approximately \$10,000 over the past year. The current Principle balance is roughly \$120,000. Cindy reported that approximately \$17,000 has been deposited into a non-interest bearing holding account; these funds normally would be transferred to the Endowment Principle but due to the poor investment climate, we opted to delay the transfer request. Proceeds from the 2003 golf tournament will be added to this balance. The Scholarship Committee will need to address this matter. Ten scholarships at \$1,150 each are offered annually. The Annual Fund is the account into which the payroll deductions are deposited and from which the scholarships funds are taken. Approximately 200 Clemson employees contribute to the scholarship fund through payroll deductions. All proceeds from fund-raising activities such as golf tournaments and raffles are intended to grow the Endowment principle. Beginning this summer, the Classified Staff Senate President will hold an ex-officio seat on the CU Foundation Board. Jean Kopczyk suggested that Phil might find it beneficial to sit in on some of the sub-committee meetings of the Foundation Board and will advise Phil of the meeting schedules.

Item 2: 2003-2004 Standing & University-Wide Committees

- **Chair of Membership Committee**
A suggestion was made to amend the bylaws to state that the Vice-President shall perform the duties of the Membership Committee chair. Following discussion, a motion for the Executive Committee to take under consideration the Vice-President serving as the Membership Committee chair and to amend the bylaws at mid-year was approved. The Executive Committee will reexamine the issue with Ron's input at a later date and determine whether or not to initiate a bylaw amendment. This must all be done within an appropriate time reference for the spring elections.
- **Standing Committee Assignments**
The Executive Committee approved the Standing Committee appointments. (See attachment.) Appointments were made with the Senators' first choice in mind but in order to have a balanced workforce on each committee, some re-alignment was necessary. Discussion about absenteeism at Standing Committee meetings exposed a need to determine if Senators are forwarding CSS communiqués to their constituents. The Executive Committee favored Corey's suggested that the Communications Committee be copied on CLASSIFIED_STAFF_AREAnn-L emails. The committee was also in favor of the Communications Committee conducting a staff survey sometime in the fall; questions might include "Do you know your CSS representative?", "How can we do a better job for you?", "Do you receive information from your representative?", "Are you interested in serving on the Senate?".
- **University Committees Representation**
Representation on the following University-wide Committees were addressed:
 - Ad Hoc: Faculty/Staff Club (Inactive): Dexter had emailed President Barker requesting that a current CSS representative be allowed to serve on this committee should it be re-activated. President Barker forwarded the request to Provost Helms. Phil will follow up with Provost Helms on the status of the committee and our request.
 - Ad Hoc: Fike Healthy Community: Dexter reported that the committee is recommending to President Barker that this committee become a permanent university committee. No decision has been made.
 - Ad Hoc: Loose Group (Inactive): This committee has been inactive for a number of years. It's original purpose dealt with salary issues. Phil will follow up with Thornton Kirby on the status of the committee.
 - Athletic Council: Traditionally, the outgoing CSS president has been offered this committee assignment as a perk. When Jerry Beckley declined the offer, Brian Becknell volunteered to serve a second year. The Council had asked that the CSS representative serve a 3 year term like the other representatives on the AC do rather than changing on a yearly basis. The Executive Committee agreed that Dexter Hawkins should be allowed to serve on the Athletic Council. Phil will contact Brian to explain the decision.
 - Campus Master Plan Task Force: Larry Addis had expressed a strong interest in serving on this committee. Phil will let Brian Becknell know of the change and thank him for his service on the committee.
 - Campus Environmental Committee: Phil will check with President Barker on the status of this committee and classified staff representation on it.

Two additional committees were added to the list: (1) Clemson University Foundation Board - Phil Landreth serving as the representative and (2) Air/Water Quality Committee - Dan Schmiedt serving as the representative.

The Executive Committee approved all updates to the University-wide Committees list.

Item 3: 2002-2003 Unfinished Business

- **Classified Staff Representation on Academic Admin. Review Committees (Chair Selection Committees)**
Dexter pointed out the need for classified staff representation on Chair Selection Committees. The Faculty Manual currently reads a staff representative 'may' be appointed to the selection committee. Upon a more in depth review of the Faculty Manual, Part II, Section K, "Selection of the President and Other Administrators", several recommendations were made: (1) In the selection of the President of the university, the Executive Committee recommended that the CSS

President be included as a member of the Screening Committee as well as the Selection Committee. (2) In the selection of all other administrators, the Executive Committee recommended that selection committees be required to include at least one classified staff representative. Kathy will draft these proposed changes to the Faculty Manual and submit the draft to the Executive Committee for final approval prior to the May Senate meeting.

- Staff Bonus Distribution Follow-Up

Discussions pointed out a wide variance in communication of the distribution process to staff from the Vice-Presidents. A motion was made that the Executive Committee present a recommendation to the Senate empowering Phil to request President Barker's support in requiring all Vice-Presidents to communicate to staff the bonus distribution procedures used within their area. Ideally, this directive would come from President Barker through the Administrative Council to the Vice Presidents. The Executive Committee approved the motion. The committee also discussed publication of the recipients. It was agreed that knowing the names of the recipients was second in importance to knowing the breakdown of recipients by department.

- Staff Suggestion Program

President Barker has indicated to Lawrence Nichols an interest in implementing an employee suggestion program. Mr. Nichols advised him that the Senate was already exploring the concept and added that he would work closely with the CSS throughout the process. The main obstacle at this point is the lack of funds for incentives. Executive Committee members offered ideas for other types of incentives: reserved parking space, additional annual leave, lunch with President Barker. The Policy & Welfare Committee will take on the project.

- Staff Ombuds

Phil summarized the status of the staff ombuds position for new Executive Committee members stating that the position has been approved but the lack of available funds remains to be a problem. Two possible scenarios exist: (1) Lawrence Nichols proposes Joy Johnson serving as staff ombuds. Ms. Johnson currently works for Human Resources but would break ties with her current supervisor and report directly to Mr. Nichols. Ms. Johnson's status as a relatively new employee to Clemson University is considered to be an asset; her job status with Human Resources is of concern. (2) Faculty Senate Administrative Coordinator Cathy Sturkie has volunteered to serve as staff ombuds. Her offer to perform these duties without pay until funding becomes available is considered to be an asset; her affiliation with faculty is of concern. Phil will arrange to meet with Gordon Halfacre to discuss various possibilities - sharing office space, having Mr. Halfacre take on the interim part-time duties of staff ombuds. Kathy will provide the new Executive Committee members with the Ad Hoc Committee's report (August 2000) that was presented to Administrative Council.

Item 4: Senate Goals for 2003-2004

The Executive Committee agreed on the following goals: to develop a strategy for implementing the staff ombuds position, to push for Road Map money for staff raises, to increase support of the scholarship program, and to increase the Senate's visibility and effectiveness.

Item 5: Executive Committee Goals

The goals of the Executive Committee were in essence the same as stated in Item 4.

Item 6: Standing Committee Goals

- Membership: Examine the decrease in staff workforce for reapportionment purposes; keep accurate information on representation; fill positions as needed.
- Communications: Continue to provide the monthly meeting summaries; Redesign the CSS web site, using it to provide a history of the progress of staff issues; conduct a survey on staff perceptions of the Senate.
- Policy & Welfare: Pursue those university policies and issues pertaining to classified staff. Phil thanked Dan for his work on the Parking Advisory Board and on the Parking & Transportation Task Force.
- Scholarship: Increase staff awareness of the scholarship program, the application process and deadlines; gather information about number of scholarship applications submitted, etc.; increase the number of scholarships offered; increase fund-raising efforts for both the Annual Fund (payroll deductions) and the Endowment (golf tournament). The committee will conduct a survey at the spring golf tournament to determine player support for a fall tournament.

- Activities: Promote a greater campus and community awareness of the contributions of classified staff employees and the Classified Staff Senate; initiate a community service project; organize the CSS Benefits fair booth and raffle; assist the Scholarship Committee with its fund-raising activities; and work with the Communications Committee to publicize CSS events in community, campus and CSS publications. The committee also will be considering ideas for the 20th anniversary celebration of the Classified Staff Senate.

Item 7: Bylaws

- Clarification is needed to define eligible voters in the election of officers. Kathy will study the Faculty Senate Bylaws for possible guidelines.
- A recommendation to have officer elections conducted by the Executive Committee rather than the Membership Committee was not approved.
- Membership Committee will review the current Elections Procedures and make its recommendations for any revisions.

Item 8: General Business Items

- Summer Calendar: The Executive Committee agreed to cancel the June Executive Committee meeting and the July CSS meeting. Standing Committees may meet as needed.
- Speakers: Ideas for speakers included Gerald Vander Mey or Mark Wright (fall) and President Barker.
- CSS Conference Room Reservations:
 Communications – second Tuesday of each month, immediately following CSS meeting
 Membership – second Tuesday of each month, 8:30 AM
 Policy & Welfare – second Tuesday of each month, Kathy should reserve a meeting room on the 8th floor, 8:30 AM
 Activities – first Tuesday of each month, 9:00 AM
 Scholarship – as needed
- Other: Include in May's CSS agenda a request for all pagers and cell phones to be set on 'vibrate'.

NEXT MEETING: Tuesday, May 27, 8:30 AM
 CSS Conference Room
 801 University Union